

TAB

Approved For Release 2005/11/17 : CIA-RDP58-00039A000500040001-3

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 9 August 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 32  
1 - 7 August 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Support of Overseas Training

a. Psychological Warfare bibliography. The quarterly listing for WE [ ] and WE [ ] consisting of 80 entries, is being photo-processed by OCR and will be sent to AO/OS upon completion of the work.

b. Overseas List of Recent Acquisitions. Currently the material is being processed at PSD/LQ. Estimated date of completion is 21 August.

2. Research and Bibliographies

a. Bibliography on India. Currently the material is being typed by the Clerical Typing Pool and will be completed at the end of August for publication.

b. Sociological lectures on Satellite countries. A search will be made by the Library Staff for books and references dealing with sociological factors of Rumania and Hungary.

c. Sociological and cultural aspects of Far East and Western Europe. [ ] has requested materials on the above-mentioned bibliography.

3. Library Activity

a. A comparative check has been made of the library holdings of Branch II/OCR and the OTR library on the subjects of Communism and the USSR. Chief, SIC, will check a current tape-run of such holdings and determine what materials will be transferred to the Alcott library area for his course. C/LIB has discussed with Chief, IS and [ ] instructor IS, the question of Communist and USSR materials to be retained with the central OTR library in R&S Bldg.

25X1  
25X1  
JOB NO. 58-00039A BOX NO. 5 FILE NO. 4 DOC. NO. 1 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO [ ] RET. JUST. 22  
NEXT REV. DATE 09 REV. DATE 12-22 REVIEW [ ] TYPE DOC. 02  
NO. PGS 4 CREATION DATE [ ] ORG COMP [ ] C/II ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH: HR 703

~~SECRET~~

~~CONFIDENTIAL~~

b. Recently several hundred books on the USSR were returned to the OTR library upon completion of the Area Survey Course, IAS. The count of the books is not complete, but several of the books, borrowed on a ten-week loan from OCR are missing.

c. [ ] IS instructor, discussed with C/LIB the necessity for setting aside a special section of books in Room 2022, which can be used by the Intelligence Orientation students during the running of the course.

d. Installation of the airconditioning ductwork in rooms 2010 and 2022 has been completed improving the working conditions within the library area.

#### 4. Printing and Reproduction

a. The 6 August issue of the Instructors' Guide to Current References has been received from PSD/LO and the regular distribution has been made.

b. Basic Tradecraft Manual, TR IM 2-6. An additional 300 copies of the Manual have been ordered; estimated completion date is 5 September.

c. Miscellaneous memoranda and notices: a total of 245 copies of 8 original pages were reproduced and collated by the E&R Section.

d. The following publications are currently in the process of make-up and layout; in light of the recent decision to reorganize sections of the Office of Training and disband the Instructional Services Branch, an attempt should be made to carry out the projects to final completion. Authority and responsibility for publications and printing should be given to one individual in order to see that this work is completed in a satisfactory manner. The projects include:

1) Staybehind Manual, now in process of final make-up and editing for the printer.

2) Japanese Ideograph Analysis Manual, Volume II, currently being reviewed by the calligrapher, [ ]

3) The Czech Newspaper Reader, in process of final make-up by the Graphics Shop.

4) The Polish Newspaper Reader, in process of final make-up by the Graphics Shop.

5) Basic Materials for the Study of the Russian Language, materials are being collated and prepared under direction of Chief, ISB.

6) Glossary of Intelligence Terminology, status unknown.

7) Basic Agent Training Manual, currently being re-reviewed by Chief, OS.

~~CONFIDENTIAL~~

~~SECRET~~

25X1

25X1

~~SECRET~~

CONFIDENTIAL

5. Attendance at the Language Film Program

a. Russian	2 August	[ ] persons	
b. Spanish	7 August		"
c. Russian	8 August		"

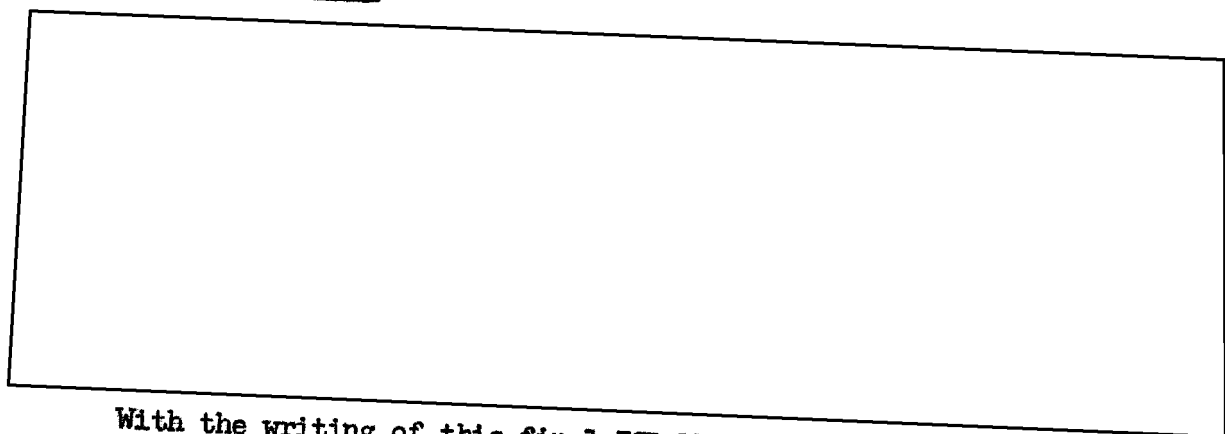
25X1

6. Audio-Visual Activity

a. The new Eastman-Kodak 16 mm. projector has been installed in the booth in R&S Bldg.

7. Personnel Notes

25X1



With the writing of this final ISB Weekly Report, No. 32, the Instructional Services Branch will close its doors as an integral operating unit of OTR dealing directly with the material and substantive support of the training program of the Agency. Separately the various sections of the Branch:

- a. The Library Section: Chief, [ ]
- b. The Audio-Aids Section: Chief, [ ]
- c. The Editorial and Reproduction Section: [ ]  
Zvonkovich,
- d. The Visual Aids Section: Acting Chief, [ ]  
(now a part of the Intelligence School)

25X1

25X1

25X1

will continue to perform their functions and carry out their responsibilities in the same competent and professional manner they have done in the past. Official notification of the reassignment of the Sections to other OTR components will be made within a few days; re-location of certain activities is currently underway and physical moves are now being made.

The past and present members of the staff of the Instructional Services Branch, (formerly the Training Materials Branch and Training Aids Branch) can look back upon five years of formative, constructive activity, in which they all were in some small way directly responsible for the

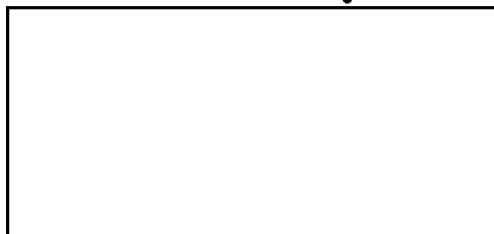
~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

25X1 building of the training program of the Agency. Under the past leadership [redacted] and my own direct support, the Branch fulfilled all of its responsibilities in the best professional manner. I believe that the separate units will continue to provide the necessary support for training in the days to come as they did in the past as a Branch.



25X1

~~SECRET~~

CONFIDENTIAL